

# DRAFT DIRECTIVE

## JOB TRAINING PARTNERSHIP ACT

Number: D97-23

Date: May 27, 1998

TO: SERVICE DELIVERY AREA ADMINISTRATORS

SUBJECT: TITLE III 40 PERCENT RAPID RESPONSE

☒ **IMMEDIATE ACTION -** ☒ **FACSIMILE COPY TRANSMITTED** ☒ **DISTRIBUTED VIA INTERNET**  
*BRING THIS DRAFT TO THE ATTENTION OF THE APPROPRIATE STAFF* *NUMBER OF PAGES (INCLUDING COVERSHEET): 15*

**SUBJECT MATTER HIGHLIGHTS:**

This directive establishes policy and procedure for the Job Training Partnership Act (JTPA) Title III 40 Percent Rapid Response activities and applications. This directive applies to all Service Delivery Areas and other entities that subgrant directly with the State of California Employment Development Department to operate Rapid Response projects funded under JTPA Title III. This directive will supersede Directive D95-17, dated September 27, 1995. The policy and procedures set forth in this directive are not substantially changed from those previously issued. Further explanation has been added and cosmetic changes have been made to the forms.

Applications will be accepted on an as needed basis. However, subgrantees are encouraged to apply on a program year basis and should submit applications by June 15, prior to the year of operation. Although this directive is not final, use of the revised forms is encouraged. However, applications submitted on prior versions of the forms will be accepted through July 30, 1998.

**COMMENTS ARE DUE BY June 10, 1998****Comment Instructions:** Comments can be submitted through one of the following ways:

- 1) Web Site (<http://www.edd.cahwnet.gov/emptran.htm>);
- 2) Fax (Job Training Partnership Division, Attention: Laine Hendra-Aldrich at (916) 657-0055);
- 3) E-mail (JTPDLIB@EDD.CA.GOV) ; or
- 4) Mail (Job Training Partnership Division / P.O. Box 826880 / MIC 69 / Sacramento CA 94280-0001).

All comments received by the end of the comment period will be considered before the final directive is issued. However, we will not be able to individually respond to comments. Comments received after the specified due date will not be considered.

If you have any questions, contact your JTPD Program Manager at (916) 654-7799.

# DRAFT DIRECTIVE

## JOB TRAINING PARTNERSHIP ACT

Number: D97-23

Date: May 27, 1998

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

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SUBJECT: TITLE III 40 PERCENT RAPID RESPONSE

### EXECUTIVE SUMMARY:

#### Purpose:

This Directive establishes policy and procedures for Job Training Partnership Act (JTPA) Title III 40 Percent Rapid Response activities and applications.

#### Scope:

This Directive applies to all California Service Delivery Area (SDA) administrative entities and to other entities contracting directly with the State of California Employment Development Department (EDD), to operate Rapid Response projects funded under Section 302(c)1(C) of Title III of the JTPA.

#### Effective Date:

This Directive is effective upon its date of issue.

### REFERENCES:

- JTPA Section 302(c)(1) and 314(b)
- 20 CFR 631.32(c) September 2, 1994
- 20 CFR 631.30(b) September 2, 1994

### STATE-IMPOSED REQUIREMENTS:

This Directive contains only state-imposed requirements.

### FILING INSTRUCTIONS:

This Directive supersedes Directive D95-17, dated September 27, 1995.

## **BACKGROUND:**

Funds allotted to the State of California for Title III of the JTPA are available on a program year basis, July 1 through June 30. The Governor may reserve not more than 40 percent of funds available to the State, for state administration, Rapid Response, statewide/regional projects and special project adjustment services to address the economic dislocation of workers. The State Job Training Coordinating Council, on September 12, 1995, established the following funding recommendations for the JTPA Title III 40 Percent Governor's Reserve:

- First Category-Fund Rapid Response functions
- Second Category-Fund Basic Readjustment and Retraining activities in support of Rapid Response and other eligible dislocated workers, and
- Third Category-Fund projects that will enhance the quality and services of dislocated worker programs

This Directive addresses funding under the first category only. The policy and procedures set forth in this directive are not substantially changed from those previously issued. Further explanation has been added and cosmetic changes have been made to the forms. Applications on prior versions of the forms will still be accepted.

## **POLICY AND PROCEDURES:**

Policy and procedures for preparing a Rapid Response application are contained in the attached Rapid Response Funding Application Guidelines.

## **ACTION:**

Submit two original signatures of your completed Rapid Response Application to your assigned program manager by June 15. Applications can be submitted through one of the following methods:

<b>MAIL:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section P.O. Box 826880, MIC 69-1 Sacramento, CA 94280-0001
<b>COURIER SERVICE/OVERNIGHT:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814

**HAND DELIVER:**

Employment Development Department  
Job Training Partnership Division  
Attn: Program Management Section  
722 Capitol Mall, Room W1077  
Sacramento, CA 94814

**INQUIRIES:**

Please direct inquiries about this directive to your assigned program manager.

BILL BURKE  
Assistant Deputy Director

Attachments

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*The guidelines for Job Training Partnership Act (JTPA) Title III Adjustment Services and Regional / Industrywide / Statewide Projects are a separate document.*

STATE OF CALIFORNIA  
JOB TRAINING PARTNERSHIP ACT TITLE III 40 PERCENT  
**RAPID RESPONSE ASSISTANCE PROJECT  
FUNDING APPLICATION GUIDELINES**

## BACKGROUND

Funds allotted to the State of California for Title III of the JTPA are available on a program year basis, July 1 through June 30. The Governor may reserve not more than 40 percent of funds available to the State, for state administration, Rapid Response, statewide/regional projects and special project adjustment services to address the economic dislocation of workers. The State Job Training Coordinating Council, on September 12, 1995, established the following funding recommendations for the JTPA Title III 40 Percent Governor's Reserve:

First Category-Fund Rapid Response functions

Second Category-Fund Basic Readjustment and Retraining activities in support of Rapid Response and other eligible dislocated workers, and

Third Category-Fund projects that will enhance the quality and services of dislocated worker programs

These guidelines address Rapid Response only.

## POLICY

Title III 40 Percent Governor's Reserve funds designated for Rapid Response activities as described in JTPA 314 (b) will be allocated to Substate Areas/Service Delivery Areas (SSA/SDA) and other entities through the Rapid Response application procedures contained in these guidelines. Rapid Response funding for Employment Development Department (EDD) Job Service (JS) Office activities will be made available through the Job Service Field Division Chiefs and allocated to local EDD JS Offices in the form of staff hours.

In order to insure a coordinated approach to service delivery and reduce the potential of duplication of effort, coordination between local EDD JS Offices and the SDAs will be required. Roles and responsibilities and areas of accountability will be identified and agreed upon in the Memorandum of Understanding negotiated between the SDA and EDD JS Office. Additionally, the EDD JS Field Division Chief is required to sign the application. Applications received without the JS Field Division Chief signature will not be accepted.

## **RAPID RESPONSE ASSISTANCE PROJECT FUNDING APPLICATION GUIDELINES**

Rapid Response funds are available for a 12-month period beginning July and must be fully expended by June 30. Funding availability coincides with the JTPA program year. Any remaining funds will be returned to the state via a subgrant closeout.

The expectation is to fund at least one person, half time with each SSA/SDA and other selected entity, who will conduct Rapid Response activities. Rapid Response activities are defined in JTPA Section 314 (b) (1) and are listed in the Section II of the following application narrative. Within the letter of the law, creative uses of Rapid Response funding are encouraged.

Following are two approaches that have been successfully used in other areas to provide Rapid Response Assistance. One of the options exercised by a number of areas has been the utilization of a community coordinator position. Although each area is unique, generally community coordinator responsibilities include the following types of activities and products:

- Development of community plan that responds to the needs of dislocated workers;
- Establishment of conduits to coordinate resources;
- Building and maintaining local capacity;
- Facilitating the provision of JTPA related assistance with local job creation efforts; and
- Providing a bridge between the economic development community and employment and training providers.

Other approaches have included business visitation programs. Business visitation programs have a positive impact on job retention. Generally, business visitation programs are designed to:

- Organize local governments to develop or improved communications the business community;
- Formally survey businesses and create a database to track the information;
- Assist state and local agencies in their response to job retention and creation issues;
- Create an early warning system to prevent plant closings and layoffs;
- Develop a systematic means to collect short-term (three month to two years) skills training needs;
- More effectively coordinate public and private economic development resources; and
- Make resources more accessible to small business.

## **RAPID RESPONSE ASSISTANCE PROJECT FUNDING APPLICATION GUIDELINES**

### **APPLICATION REQUIREMENTS**

Rapid Response Assistance project funding applications shall consist of the following documents:

- Plan/Amendment Request Signature Page (FD97-23A),
- Narrative (FD97-23B),
- Budget Summary (FD97-23C), and
- Equipment Budget (FD97-23D).

The preceding referenced documents follow these guidelines. Projects for Rapid Response Assistance will be for a 12-month operational period on a program year basis, July 1 through June 30. Applications will be accepted on an as needed basis. However, subgrantees are encouraged to apply on a program year basis and should submit applications by June 15, prior to the year of operation.

Submit two original signatures on a completed Rapid Response Application to your assigned Program Manager. Applications can be submitted through one of the following methods:

<b>MAIL:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section P.O. Box 826880, MIC 69-1 Sacramento, CA 94280-0001
<b>COURIER SERVICE/OVERNIGHT:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814
<b>HAND DELIVER:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814

### **REVIEW AND APPROVAL**

Rapid Response Assistance applications will be reviewed as expeditiously as possible by the Employment Development Department (EDD), Job Training Partnership Division (JTPD). Funding recommendations will be submitted to the Director of the EDD. Applications for Rapid Response Assistance over \$100,000 will be submitted to the

## **RAPID RESPONSE ASSISTANCE PROJECT FUNDING APPLICATION GUIDELINES**

Director for approval on behalf of the Governor. Authority for approval of projects under \$100,000 is delegated to the JTPD Chief.

Allocation levels may be negotiated. A consideration in the level of funding to be allocated will be the demonstrated ability of subgrantees to have effectively expended the prior year's Rapid Response Assistance funding. This will be demonstrated by an 80 percent expenditure of the prior year's allocation or substantial justification for the inability to expend the 80 percent of available funds.

### **PROJECT FUNDING**

Applications approved for funding will become the approved Project Plan document. Applicants will be notified in writing of approval. The approved Project Plan will be used for program monitoring and evaluation purposes. The funding for approved projects will be unilaterally modified into the SDA's JTPA Title III Master Subgrant. Separate subgrant agreements will be developed for non-SDA entities.

### **REPORTING**

**Monthly Reports-**By accepting a subgrant for Rapid Response Assistance funding, the subgrantee agrees that it shall maintain and make available to the EDD JTPD, a monthly report on Rapid Response Assistance provided and total expenditures. The monthly reports are due on the 25th day following the month's end. Monthly reports should be submitted to the JTPD, Data Tracking and Reporting Unit. The required monthly report, the Rapid Response Assistance On-Site Visit(s) (JTPA 121-R) should be batched and transmitted with the Rapid Response Assistance Project Monthly Report and Batch for the On-site Visits (JTPA 122-R).

**Quarterly Reports-**The subgrantee shall submit the required fiscal report (JTPA 12E) as described in the JTPA MIS Reports Manual on a quarterly basis.

### **MONITORING AND OVERSIGHT**

Subcontract Rapid Response operations are subject to JTPD monitoring policies. The operation of Rapid Response funded projects will be subject to monitoring oversight by the state.

### **TECHNICAL ASSISTANCE**

Technical assistance to applicants in the development of applications is available. Technical assistance is also available on an on-going basis. This technical assistance is available from the area's assigned program manager.



## RAPID RESPONSE ASSISTANCE PROJECT FUNDING APPLICATION GUIDELINES

### PROJECT AMENDMENTS

If circumstances are such that the planned Rapid Response expenditures vary from plan by 15 percent or more, the project operator must request an amendment to plan. Changes in other circumstances such as a substantial change in the Rapid Response budget detail will require advance approval via a plan amendment request.

It is strongly suggested that all project plan amendment requests should be initiated by discussions with the assigned program manager regarding the circumstances requiring the modification. If it is determined an amendment is required, the project plan amendment should consist of documents contained in the approved project plan that are to be changed.

Requests to reprogram or deobligate funds should be submitted as soon as possible after such circumstance is identified. Requests should be consistent with the general purposes of Rapid Response and the selection criteria for funding. Amendments which request increases in the approved subgrant budget will be subject to the same review and approval process as new applications.

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STATE OF CALIFORNIA  
JOB TRAINING PARTNERSHIP ACT TITLE III  
RAPID RESPONSE ASSISTANCE PROJECT PLAN APPLICATION / AMENDMENT REQUEST

<b>Subgrantee:</b>		
<b>Project Title: Rapid Response Assistance Project</b>		
<b>Term:</b>	<b>through</b>	

**Initial Application ("x"):** ☐

**Amendment Request Number:**

**Summary Purpose Statement:**



This project application/amendment request consists of the following documents marked with an "x":

- ☐ Narrative
- ☐ Budget Summary/Support Documents

**Approval for Subgrantee/Service Delivery Area** (Submit two original signature copies):

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Typed Name and Title

Signature and Date

**EDD Job Service Field Division Chief Review** (Applications which have not been reviewed, will not be processed):

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Typed Name and Title

Signature and Date

**FOR STATE USE ONLY**

Program Manager signature and date:				/	/
Fund Coordinator signature and date:				/	/
Regional / Industrywide Project		Yes		No	
Subgrantee Code (Alpha):	JTA Code:	YOA:	Amount:		
			\$		
			\$		
			\$		

**JOB TRAINING PARTNERSHIP ACT TITLE III  
RAPID RESPONSE ASSISTANCE PROJECT NARRATIVE**

**I. IDENTIFYING INFORMATION**

Subgrantee:			
Project Title: Rapid Response Assistance Project			
Term:		through	

**II. RESPONSE ASSISTANCE DESCRIPTION**

A. The Rapid Response Assistance activities to be accomplished under this project will include the following [reference JTPA Section 314 (b) (1)]:

1. On-site contact with employer and employee representatives to provide program information and emergency assistance,
2. Promotion of and assistance with the establishment of labor-management committees,
3. Collection of information related to economic dislocation and available resources,
4. Provision or obtaining of financial assistance or advise and liaison with economic development agencies and other organizations to assist in efforts to avert worker dislocation,
5. Dissemination of information throughout the area on the availability of services and activities carried out to serve dislocated workers and
6. Development of local community coordinated response including access to state economic development assistance.

B. Specifically, the activities **prohibited** under this project will include [reference JTPA Sec. 141 (q)]:

1. Employment generating activities,
2. Economic development activities,
3. Investment in revolving loan funds,
4. Capitalization of businesses,
5. Investment in contract bidding resources centers,
6. Activities similar to Numbers b.1. through b.5 listed above and
7. Foreign travel.

**III. JOB TRAINING PLAN COMPLIANCE**

The Subgrantee assures that the operation of this project if funded will comply with the Job Training Plan for the Service Delivery Area Part III Sections 1 through 6.	<b>Yes</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
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**JOB TRAINING PARTNERSHIP ACT TITLE III  
RAPID RESPONSE ASSISTANCE PROJECT NARRATIVE**

**IV. REGIONAL PROJECTS**

A. This is a regional project.	<b>Yes</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
B. Service Delivery Areas participating in this regional project include the following:		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

**V. EMPLOYMENT DEVELOPMENT DEPARTMENT ROLES AND RESPONSIBILITIES**

A. The operation of this project will be consistent with the terms and conditions of the existing Memorandum of Understanding between the Subgrantee and the Employment Development Department Job Service Offices(s).	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
B. The Memorandum of Understanding between the Subgrantee and the Employment Development Department Job Service Offices(s) will be developed to establish a cooperative relationship, define roles and responsibilities and initiate reemployment for this project.	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
C. The Subgrantee will enter into a cost reimbursable agreement with the Employment Development Department Job Service Offices(s) for the services to be provided pursuant to the operation this project.	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

**VI. RAPID RESPONSE ASSISTANCE EXCEPTIONAL CIRCUMSTANCES**

As authorized by the Governor, due to the major impact upon the community(ies) in which they occur the Subgrantee may provide Rapid Response assistance when the worker dislocation is less than 50 individuals, is not at a single site of employment, or does not take place during a single 30 day period.	<b>Yes</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
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**JOB TRAINING PARTNERSHIP ACT TITLE III  
RAPID RESPONSE ASSISTANCE PROJECT NARRATIVE**

**VIII. RAPID RESPONSE ASSISTANCE PROCUREMENT PROCEDURES**

A. Rapid Response services are provided by SDA staff.	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
If yes, the PIC and CEO assures that they have written procedures in place consistent with JTPA 107 and the requirements of the Code of Federal Regulations, Section 627.422 (c) which states: Each recipient and subrecipient, to the extend practical, shall select service providers on a competitive basis, in accordance with the standards established in subsection 627.420 (b) of this part, Procurement. When a State, SDA, SSG, or administrative entity determines that services other than intake and eligibility determination will be provided by its own staff, a determination shall be made of the demonstrated performance of the entity to provide the services. This determination: Shall be in writing; shall take into consideration the matters listed in paragraph (d) of this section; and may, if appropriate, be documented in the Job Training Plan, GCSSP or EDWAA plan."	<b>Yes</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
B. Rapid Response Services are provided by a service provider.	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
If yes, the PIC and CEO assure that the substate grantee has written procedures in place consistent with JTPA Section 107, for selecting service providers which take into account past performance in job training or related activities, fiscal accountability and the ability to meet performance standards.	<b>Yes</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>

**IX. DEMONSTRATED PERFORMANCE FOR PROVISION OF RAPID RESPONSE**

Consistent with Section 627.422 of the Code of Federal Regulations (CFR) 20, the Subgrantee has demonstrated its ability to provide Rapid Response services based on the following criteria: <ul style="list-style-type: none"> <li>• The Subgrantee has adequate financial resources or the ability to obtain them.</li> <li>• The Subgrantee has an ability to meet program design specifications at a reasonable cost, as well as the ability to meet performance goals</li> <li>• The Subgrantee has a satisfactory record of past performance in the delivery of Rapid Response services.</li> </ul>	<b>Yes</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
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**X. OTHER INFORMATION**

Other information related to this project (optional use if appropriate, attach additional page as necessary):	<b>Yes</b> <input type="checkbox"/>	<b>NA</b> <input type="checkbox"/>
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STATE OF CALIFORNIA/JOB TRAINING PARTNERSHIP ACT TITLE III  
RAPID RESPONSE ASSISTANCE PROJECT BUDGET SUMMARY PLAN

<b>I. FUNDING IDENTIFICATION</b>
Subgrantee:
Project Title:     Rapid Response Assistance Project
Term:
Amendment Request No:

<b>II. BUDGET DETAIL RAPID RESPONSE</b>	<b>PLANNED EXPENDITURES</b>
A. Staff Salaries	
<div style="display: flex; justify-content: space-between;"> <span>Number of full time equivalents</span> <input style="width: 100px;" type="text"/> </div>	
B. Staff Benefits	
<div style="display: flex; justify-content: space-between;"> <span>Staff benefit rate (%)</span> <input style="width: 100px;" type="text"/> </div>	
C. Staff Travel	
D. Operating Expenses (rent, utilities, communications etc.)	
E. Equipment (attach list for items with a unit over \$5,000)	
F. Contractual Services	
G. Indirect Costs *	
<div style="display: flex; justify-content: space-between;"> <span>Indirect Cost Rate (%)</span> <input style="width: 100px;" type="text"/> </div>	
H. Other: (describe)	
Other: (describe)	
Other: (describe)	
<b>I. Total Rapid Response Assistance</b>	

<b>III. QUARTERLY TOTAL EXPENDITURE PLAN (MM/YY)</b>	<b>CUMULATIVE EXPENDITURES</b>
A.   09 /	
B.   12 /	
C.   03 /	
D.   06 /	
E.   09 /                    See note below.	
F.   12 /	
G.   03 /	
H.   06 /	

\* Cognizant Agency \_\_\_\_\_

NOTE:           Rapid Response Assistance Projects will not exceed 12 months except in special circumstances.

STATE OF CALIFORNIA/JOB TRAINING PARTNERSHIP ACT TITLE III  
RAPID RESPONSE ASSISTANCE PROJECT EQUIPMENT BUDGET

<b>I. FUNDING IDENTIFICATION</b>	
Subgrantee:	
Project Title:     Rapid Response Assistance Project	
Term:	
Amendment Request No:	

<b>II. EQUIPMENT BUDGET DETAIL</b>					
Lease/Rent (L) Purchase (P) Depreciation/Use (D)	Description	Quantity	Unit Cost Total	% Charged to Project	Total Project Costs